



BOARD OF COMMISSIONERS' MINUTES

Tuesday, July 10, 2018, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on July 10, 2018 by Chair of the Board, Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman and Executive Assistant, Natalie Bird.

Representatives from the news media included Kelsey Thomasson and Gary Sinderson.

County personnel present included Dave Lomison, Tom Backenstoe, Dale Neff, David Rowles, Sue Hannegan, Bob Jacobs, Leslie Warriner, Mike Bloom, Tom Martin, Ann Marie Oldani, Mark Kellerman and Joe Davidson.

Guest present included Mark Keller.

CNET staff were present.

III. PUBLIC COMMENT

IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, July 3, 2018 Board of Commissioners' meeting.

V. RESOLUTIONS

- A. Resolution 10 of 2018 – Mark Kellerman provided an overview of the resolution amending Resolution 7 of 2017 adopting the Board of Assessment Appeals of Centre County Appeal Procedures, Rules, and Regulations. There was one change to Section 5M which is necessary for appeals to be heard by the Board before proceeding to the Court of Common Pleas. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add Resolution 10 of 2018 to next week's Consent Agenda – Dept. 121.
- B. Resolution 11 of 2018 – Mike Bloom introduced Leslie Warriner who recently started with the County as Transportation Planner. They reviewed the resolution which amends Resolution 5 of 2018 requesting a Multimodal Transportation Fund grant

from the PA Department of Community and Economic Development Commonwealth Financing Authority. This resolution is for the local bridge bundle for three structurally deficient bridges. The revision changes the commitment amount from \$580,000 to \$585,000 (30%) of the necessary match funding required to secure \$1,365,000 in funding. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add Resolution 11 of 2018 to next week's Consent Agenda – Dept. 151.

VI. INVITATIONS FOR BID

A. Emergency Communications – Dale Neff and David Rowles recommended the Board award the contract for IFB – 911 Tower Painting Project to All State Tower in the amount of \$39,450. Bids for this project were opened by the Controller on July 3 and All State Tower was the only submission received. References for this company were checked, and the State Department in Kentucky and Pennsylvania both confirmed they are authorized to do business. The scope of this project is the painting of a 24-year-old 911 tower in the Snow Shoe area that stands 300 feet tall. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve entering into contract negotiations for the IFB 911 Tower Painting Project – Dept. 354.

B. Capital Projects

i. Margaret Gray presented to the Board the contract award recommendation from Bob Hoffman of Hoffman Leakey Architects for IFB – Equipment Storage Building. Recommended awards are to the lowest bidder in each contract for the base bid and alternate options. Mr. Hoffman reported that bids came in slightly under the estimated construction costs. The lowest bidder in each contract was the same as the lowest bidder for each alternate. The next step is to provide direction to Hoffman Leakey Architects if the County would like to construct a two (\$848,261), three (\$983,402), or four (\$1,105,279) bay unit. Commissioner Pipe recommended that decision be discussed with the County's partners on this project, the Public Safety Training Center Advisory Board, and Central Pennsylvania Institute of Science and Technology. Commissioner Dershem agreed and said the County should evaluate what resources are available and what help we can obtain from State legislators. Commissioner Pipe suggested approving the contract award to allow Hoffman Leakey to start conversations and wait to decide how many bays. Margaret agreed that this would allow the successful bidders to be notified that Hoffman Leakey Architects will be entering into contract negotiations on the County's behalf – Dept. 971.

1. General Construction – J.C. Orr and Son, Inc.
2. Mechanical Plumbing Construction – Joseph C. Hazel, Inc.
3. Mechanical HVAC Construction – Allied Mechanical & Electrical
4. Electrical Construction – Shamrock Electric & Security Systems, Inc.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board approved entering into contract negotiations for the IFB – Equipment Storage Building.

- ii. Margaret reported that the County is working to prepare an Invitation for Bid for the Sheriff's Office Roof Replacement, which will be ready for presentation next Tuesday. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to table the IFB – Sheriff's Office Roof Replacement – Dept. 971.

VII. CHECK RUN

Commissioner Higgins announced the check of the week was to West Penn Power in the amount of \$11,603.86. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$978,703.52 dated June 6, 2018

VIII. ADMINISTRATOR'S REPORT

Sue Hannegan and Kristen Simkins presented the Drug Free Workplace Policy, which supports workplace health and safety. The policy restricts the use of controlled substances and alcohol as well as the use of prescription drugs outside the guidelines of use. Kristen added that reported behavior needs to be observed by at least two witnesses. The policy has been reviewed by the solicitor and her comments are included. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to take the Drug Free Workplace Policy off the table from May 8, 2018 and add to next week's Consent Agenda.

Sue presented the Interior Facility Use Policy which formalizes the process for reserving interior meeting room space. The policy also establishes a fee to cover the cost of non-county sponsored meetings outside normal business hours to cover the cost of security. There is a \$50 fee per two hour meeting with an additional \$25 charge per hour following. Commissioner Dershem asked if there is a built in escalator to cover the change cost over time, Sue explained that the rates are annually approved by the Commissioners during the budget. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the Interior Facility Use Policy to next week's Consent Agenda.

IX. CONTRACTS

- A. Court Administration – Tom Martin asked the Board to consider purchase and installation of two Bosch indoor day/night dome cameras at the Pugh Street Magisterial District Judges Office by Vigilant Security, Inc. The total one-time cost is \$756.90, which will be submitted to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursement through a security grant. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the purchase and installation for the Pugh Street MDJ office to next week's Consent Agenda – Dept. 257.

- B. Domestic Relations – Ann Marie Oldani presented to the Board two contract addendums to increase the hourly rate for two Title IV-D attorneys. According to Ann Marie, the rate has not been increased in over ten years.

- i. Contract addendum with Kimberly Hamilton, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.
- ii. Contract addendum with Caren Bloom, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract addendum with Kimberly Hamilton, Esquire and Caren Bloom, Esquire to next week's Consent Agenda.

- C. Emergency Communications – Dale Neff presented two items for the Board to consider:

- i. Contract renewal with Breon's, Inc. to provide generator maintenance for the County's 911 tower sites and the Willowbank tower. The contract total is \$11,288.19 for the period of June 9, 2018 through June 8, 2019. There is no increase in the rate from the previous contract – Dept. 354.
- ii. Microwave lease agreement with Centre Communications, Inc. for the use of three segments (networks) of an IP Microwave system that Centre Communications owns, operates, and maintains. The initial term is three years with an automatic renewal for succeeding three year terms with a three percent escalator each year. The cost per year for the first term is \$11,652 year one, \$12,001.56 year two, and \$12,361.61 year three. A total of \$36,015.17 for the period of January 1, 2019 through December 31, 2021. This agreement is for backup of a fiber connection to the Southern Alleghenies 911 Cooperative. Commissioner Pipe asked if the County could expect additional costs to come from this project. Dale explained that this should be funded by PEMA surcharge money and should not require use of taxpayer dollars. Commissioner Dershem noted that Centre County is more technologically advanced than some of the other Counties in the Cooperative and Centre County is being asked to share that with the other Counties. Dale explained that our location and facility will house one of the hubs, so we are an integral part, however all of the equipment, fiber, microwave necessary to make this work is being purchased out of the PEMA surcharge money. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Breon's and the agreement with Centre Communications, Inc. to next week's Consent Agenda– Dept. 354.

- D. Planning – Bob Jacobs asked the Board to approve stormwater drainage easements for the Centre Crest Parking and Stormwater Improvements Project. Centre County owns the facility that is leased to Centre Crest. After the easements are signed, the plans will be recorded, and the Board will be asked to approve an agreement with Glenn O. Hawbaker who was awarded the Bid for this project.
- i. Stormwater drainage easement with the Borough of Bellefonte for the premises located at North Monroe Street, Bellefonte to grant a right of way for such an easement, and to provide for installation, maintenance, repair, and improvement of the stormwater system within the easement area – Dept. 151.
 - ii. Stormwater drainage easement with Daniel H. Anderson for the premises located at 136 North Wilson Street, Bellefonte to grant a right of way for such an easement, and to provide for installation, maintenance, repair, and improvement of the stormwater discharge system within the easement area. – Dept. 151.

Commissioner Dershem asked when construction will begin and Jake said it is expected to start within the next month. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the stormwater drainage easements with the Borough of Bellefonte and Daniel H. Anderson.

- E. Probation – Tom Backenstoe presented the following agreements from the Board of Probation and Parole:
- i. Fiscal Year 2018-2019 Grant-In-Aid application and agreement with the Pennsylvania Board of Probation and Parole. The application total is approximately \$125,000 for the period of July 1, 2018 through June 30, 2019. The Grant-In-Aid agreement supplements salaries for the Probation staff. Due to the deadline on this agreement, it was the consensus of the Board to vote on it today. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the Grant-In-Aid Application – Dept. 301.
 - ii. Fiscal Year 2018-2019 State Offender Supervision Fund agreement, which enables the County to receive reimbursement for a portion of offender supervision fees collected by Probation and sent to the Board of Probation and Parole. The agreement total is approximately \$325,000 is for the period of July 1, 2018 through June 30, 2019. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted to add this item to next week's Consent Agenda. – Dept. 301.

F. Recorder of Deeds – Joe Davidson presented a contract addendum to extend the contract with Data Trace Information Services, LLC (Data Trace) formerly known as RedVision Systems, Inc. This contract is for the County to provide Data Trace with indexed records on a daily basis, the County will receive \$.02 per record or \$50.00 per month, whichever amount is greater for the period of July 11, 2018 through July 10, 2021. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract addendum to next week's Consent Agenda – Dept. 133.

G. Human Services

i. Transportation – Dave Lomison reviewed a grant agreement and assurance of compliance with the Pennsylvania Department of Human Services to participate in the Medical Assistance Transportation Program (MATP) for Fiscal Year 2018-2019. The initial MATP allocation is \$591,061 for the period of July 1, 2018 through June 30, 2019. Natalie Corman added, with thanks to staff efforts, the allocation for this fiscal year is an increase from last year. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the agreement and assurance of compliance to next week's Consent Agenda – Dept. 531.

ii. Adult Services – Natalie Corman reviewed the following items:

1. Contract addendum with Centre Helps to increase the contract total \$17,284 from \$70,000 to \$87,284 to allow for additional information and referral services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.
2. Contract addendum with Centre County Youth Service Bureau to increase the contract total \$8,000 from \$107,898 to \$115,898 to allow for assistance with administrative oversight of the Rental and Mortgage Assistance Program for rental, mortgage, and security deposit assistance for the period of July 1, 2017 through June 30, 2018 – Dept. 5010
3. Contract addendum with Centre Helps to increase the contract total \$4,428 from \$23,390 to \$27,818 for additional short-term case management and financial assistance services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract addendums with Centre Helps, Centre County Youth Service Bureau, and Centre Helps to next week's Consent Agenda.

iii. MH/ID/EI D&A – Natalie Corman reviewed contract renewals with supportive living programs for 11 beds in Milesburg. This is more intensive care in a supportive living environment.

1. Contract renewal with Eagle Ridge Personal Care Home, LLC to provide mental health services including housing support. The contract total is \$30,000, which is funded as follows: State \$28,617 and County \$1,383 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
2. Contract renewal with Eagle Valley Personal Care Home, Inc. to provide mental health services including housing support. The contract total is \$333,292, which is funded as follows: State \$317,927 and County \$15,365 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
3. Contract renewal with Eagle View Personal Care Home, LLC to provide mental health services including enhanced support in a community residential rehabilitation setting. The contract total is \$437,000, which is funded as follows: State \$416,854 and County \$20,146 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add MH/ID/EI D&A items 1-3 to next week's Consent Agenda.

4. Natalie reviewed the agreement with FEI.com, Inc. d/b/a FEI Systems to provide the data collection system for the Pennsylvania Department of Drug and Alcohol Programs to provide treatment episode data set information on behalf of Centre County. There is no cost for this agreement for the period of July 1, 2018 through June 30, 2021. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the agreement with FEI.com – Dept. 562.

X. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve Consent Agenda Items A-C.

- A. Central Booking – Contract renewal with Keyser Consulting Group for maintenance and support of the PolyCom HDX 6000 video unit. The contract total is \$695 for the period of July 29, 2018 through July 28, 2019 – Dept. 334.
- B. MIS/RBA – Contract renewal with ePlus Technology, Inc. for the County's Palo Alto firewall support and security subscriptions that include URL filtering, threat prevention, and wildfire zero day services, along with premium support. The contract total is \$20,637.89 for the period of August 13, 2018 through August 13, 2021 – Dept. 142.

C. Human Services

- i. Addendum for a contract extension with Centre County Homemakers for OPTIONS/Homemaker Services for eligible residents of the Office of Aging and Adult Services Departments. The contract rate is \$16.49 per hour, which is State funded for the period of July 1, 2018 through December 31, 2018 – Dept. 501/521.
- ii. Addendum for a contract extension with CareSmart Solutions for OPTIONS/Homemaker Services for eligible residents of the Office of Aging and Adult Services Departments. The contract rate is \$17.75 and \$18.00 per hour, which is State funded for the period of July 1, 2018 through December 31, 2018 – Dept. 501/521.
- iii. Addendum for a contract extension with Helpmates, Inc. for OPTIONS/Homemaker Services for eligible residents of the Office of Aging and Adult Services Departments. The contract rate is \$18.00 per hour, which is State funded for the period of July 1, 2018 through December 31, 2018 – Dept. 501/521.
- iv. Adult Services – Contract with Service Access and Management, Inc. (SAM, Inc.) to provide assistance and administrative services for the 2017 PHARE Rental Assistance Program. SAM, Inc. to distribute funds directly to landlords per check requests submitted by the Office of Adult Services. The contract total is \$52,000, which is funded as follows: State \$22,000 and County \$30,000. Up to \$2,600 may be expended on administrative costs and the remaining \$49,900 is to be expended on direct client services for the period of May 1, 2018 through September 30, 2019 – Dept. 501.
- v. MH/ID/EI D&A
 1. Addendum No. 2 with the Centre County Youth Service Bureau to allow for funds for the additional performance based prevention services in the amount of \$124,893. This will increase the contract maximum from \$130,290 to \$255,183, which is funded as follows: State \$243,419 and County \$11,764 for the period of July 1, 2017 through June 30, 2018 – Dept. 562.
 2. Contract renewal with Brockerhoff House Corporation to provide representative payee services for intellectual disability and mental health consumers. The contract total is \$18,240, which is funded as follows: State \$17,399 and County \$841 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
 3. Contract renewal with Kimberly Rimmey to provide community mental health services for children. The contract total is \$27,500, which is funded as follows: State \$26,232 and County \$1,268 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

BOARD OF COMMISSIONERS' MINUTES

TUESDAY, JULY 10, 2018

PAGE 9

XI. DISCUSSION ITEMS

Jeff Wharran announced an upcoming Houses of Worship Active Shooter Response Training that will be held on August 17, 2018 at Centre Lifelink at 125 Puddintown Road, State College.

XII. RECOGNITION

XIII. C-NET REQUESTS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve CNET sponsorship for the John H. Zeigler Preservation Awards to be held on Sunday, November 4 at 3:00 PM at the Centre County Penn State Visitors Center.

XIV. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 107,517 registered voters in Centre County. The precinct of the week is #91 Ferguson North Central with 727 registered voters. In the primary election they had 227 ballots cast for a 31.22% voter turnout.

B. Announcements

The Centre County District Attorney's Office and Centre County HOPE Initiative will host two town hall meetings to discuss the opioid epidemic. The meetings will be held on Tuesday, July 17 at 6:30 PM at the Philipsburg Middle School and Tuesday, July 31 at 6:30 PM at the American Philatelic Society, Bellefonte.

XV. There were no executive sessions to report.

XVI. PUBLIC MEETING SCHEDULE

Tuesday, July 10, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, July 12, 2018

Prison Board of Inspectors – 8:00 AM - CCCF

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Employee Benefits Trust – 11:00 AM – Room 146WB

Tuesday, July 17, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, July 19, 2018

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

XVII. BID / PROPOSAL SCHEDULE

XVIII. ELECTION ANNOUNCEMENTS

Wednesday, August 1, 2018

Last day to circulate and file nomination papers.

Wednesday, August 8, 2018

Last day for withdrawal by candidates nominated by nomination papers.

XIX. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to adjourn the meeting at 11:02 AM.

ATTEST:

Margaret N. Gray
Administrator